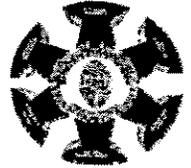




**DEPARTMENT OF ADMINISTRATION
Data Processing Division**



EMAIL APPLICATION

Employee:	_____	_____	_____
	Last	First	Middle
Department:	_____		
Social Security:	_____	Date of Birth:	_____
Position Title:	_____	Telephone No:	_____

WARNING: Accounts are to be used for government purposes only and will not be shared or transferred. Accounts may be used for personal enrichment; however, not for business profit. Misuse of account will be cause for disciplinary action. Suspected misuse of an account will be subjected to audits. Please refer to <http://ns.gov.gu/ethics.html> for guidelines.

Email access accounts may be picked up at DOA, Data Processing Division. Please call 475-1203 to confirm pick up before coming. If your department has a computer division or staff, please contact their offices.

It will be the applicant's/user's immediate supervisor's responsibility to inform DOA Data Processing of their employee's detachment from the government, for whatever reason.

I, the above set employee, understand the above warning statement.

Employee: _____ Date: _____
Signature

Supervisor: _____ Date: _____
Type & Sign

Director/
Dept. Head: _____ Date: _____
Type & Sign

If you have any questions, call 475-1203/1229 and ask for the INTERNET ADMINISTRATOR. Forward this application to Department of Administration – Data Processing Division. Attn: Data Processing Manager – (Fax: 472-9508)

*****For Data Processing Use Only*****

Internet/Email userid: _____ Password: _____
Once your USER-ID is assigned, your email account is as follows:

User-id@mail.gov.gu